



Chapter 2

Administrative Information

Course Information

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Administrative Information

COURSE INFORMATION

DAU COURSES

Sequence of Courses

DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Career Development Program for Acquisition Personnel." In many cases, prerequisite courses are identified; students are expected to be competent in prerequisite knowledge and skills. Where specific prerequisites are not identified, students are strongly encouraged to attend mandatory courses in the sequence prescribed. Using this Catalog, DoD Acquisition, Technology, and Logistics (AT&L) workforce personnel can identify the training and education and experience required for their career field and career level and the sequence of courses to meet those requirements.

Core Courses

Most personnel must take a core acquisition course before taking other mandatory training at Career Levels I and II. The core course for Career Level I is ACQ 101, Fundamentals of Systems Acquisition Management, and for Level II, ACQ 201, Intermediate Systems Acquisition. ACQ 101 is a prerequisite for ACQ 201. The core courses are required for all workforce members in the following career fields:

Acquisition Logistics
Business, Cost Estimating, and Financial Management
Facilities Engineering
Information Technology
Production, Quality and Manufacturing
Program Management
Systems Planning, Research, Development
and Engineering
Test and Evaluation

Course Types

Certification courses are identified in Appendix B of this Catalog, which provides concise checklists of the education, experience, and training standards established for certification in each career field. The checklists also provide the recommended sequence of courses for training within each career level.

Level I courses are designed to provide fundamental knowledge and establish primary qualification and expertise in the individual's career field, job series, or functional area.

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area.

At Level III, the focus is on managing the acquisition process and learning the latest methods being implemented in the career field or functional area.

Each of these levels typically corresponds to particular GS levels or military grades/ranks that are defined by a Military Department or Agency in accordance with guidelines established in DoD 5000.52M. Grade or rank is not generally a requirement for course enrollment; however, it may be used to determine registration priority.

Assignment-specific courses provide the training needed to perform specific acquisition functions. These may be functions performed by a subset of individuals in a career field. Assignment-specific training is also required when individuals in one career field must understand some of the processes of other career fields. Appendix C provides a description of DAU assignment-specific courses and the audiences for which they are developed.

Course descriptions for all DAU courses are listed alphanumerically in Chapter 4. Details of course length, prerequisites, method of delivery, and Personnel Data System (PDS) codes are included in these course descriptions.





DAU-sponsored courses provide the opportunity for AT&L workforce members who have completed all training and education requirements for their position to meet standards for continuing education. In addition, many professional organizations and associations have continuing education requirements for their members. Appendix E presents a listing of Continuing Education Units (CEUs) associated with DAU courses.

Course Offerings

DAU courses are offered in a variety of modes. The most frequently used are resident (where the student attends class at one of the DAU sites) and on-site (where the instructor teaches at locations having sufficient numbers of students to support a class). Some DAU courses are also offered entirely or in part via the Internet.

Course offerings, schedules, and the location of courses are published separately in the DAU Course Schedule, which is posted on the DAU Web site at <http://www.dau.mil>.

Online Courses

DAU currently offers several courses via the World Wide Web ("Web") at <https://dau.fedworld.gov>. Some of these courses are taught entirely and exclusively online, and others involve an online portion followed by classroom instruction. (An exception to this method of delivery is LOG 201, which uses correspondence vs. Web-based delivery.) To complete an online course, the student must have access to an IBM-compatible computer with the following capabilities:

- Web connection (56K modem or better is recommended);
- any Web browser that supports Java and Javascript (Netscape Navigator 6.0 or Internet Explorer 5.5 or later recommended); and
- a 256-color monitor that supports a resolution of at least 800x600 dpi.

Some online courses have additional hardware and/or software requirements that are explained at the beginning of each course. Students should ensure the computer they will use for instruction meets these minimum requirements before enrolling in an online course.

When students register for a "hybrid" course (i.e., a course delivered in part via distance learning and in part in the classroom), it is important to understand the registration process. A student registering for ACQ 201, for example, is actually registering for Part B, the classroom portion of the course. This automatically enrolls the student in Part A, the online portion of the course. Successful completion of Part A is necessary to attend Part B. Students are given 60 calendar days to complete Part A. Students who do not successfully complete Part A will not be eligible to attend Part B as scheduled.

COURSE EQUIVALENCIES AND ALTERNATIVES

Equivalent Courses

Appendix D of this Catalog provides information on courses offered by DoD schools and public learning institutions as well as commercially offered training that is certified to be equivalent to DAU courses.

Fulfillment

While course participation is the preferred method, the fulfillment program enables members of the DoD AT&L workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training. Information on this program, including policy, procedures, DD Form 2518, and the course competencies, is available on the DAU Web site at <http://www.dau.mil/registrar/registrar.asp>.



ACQUISITION WORKFORCE AND ACQUISITION CORPS EDUCATION STANDARDS

The Defense Acquisition Workforce Improvement Act (Public Law 101-510, 1990), as amended, requires that DoD employees must meet certain educational standards. These standards apply to new employees in the GS-1102 Occupational Series and to those applying to the Acquisition Corps or seeking a Contracting Officer's Warrant above the small purchase threshold. See DoD 5000.52-M, "Acquisition Career Development Program," for additional information concerning these educational standards.

Employees may meet credit-hour standards by passing college course equivalency examinations, which demonstrate knowledge comparable to accredited courses of study in these subjects. For more information on using equivalency exams to meet mandatory education qualifications, see Appendix F of this Catalog. Employees also may apply certain DAU courses to meet the educational requirements.

STUDENT INFORMATION

REPORTING INSTRUCTIONS

After being accepted for admission into a DAU course, each student will receive an e-mail with instructions on how to proceed. In the case of online courses and Part A of a hybrid class, e-mails will explain how to access the course material online and identify an instructor associated with that class. For classroom courses and Part B of a hybrid class, each student will receive an e-mail with specific reporting instructions and information on housing, meals, facilities, and appropriate classroom attire.

TRAVEL, PER DIEM, AND REIMBURSEMENT

Each Service Acquisition Career Management Office or parent organization funds travel expenses and per diem for eligible students based on Service- or Agency-specific policy. Students should consult their



Acquisition Career Management Office for policy and guidance concerning their travel requirements.

It is very important that students arrive with a Government credit card to pay for all legitimate travel-related expenses or, if needed, draw cash advances in lieu of receiving advance per diem payments. DAU cannot process travel claims or provide advance per diem payments. If questions arise concerning use of the Government credit card, students should arrive knowing the name and telephone number of the Government credit card program coordinator for their Service or organization.

ATTENDANCE POLICY

Students are expected to attend all scheduled course sessions (including teleconferencing and satellite sessions) and complete all course work. Absences for medical or family emergencies must be approved by the course manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact time may be grounds for removal from the course and receipt of an "incomplete" grade. Remediation to make up any missed instruction is at the discretion of the course manager.

DAU follows established DoD and Office of Personnel Management (OPM) guidance for civilians and Service regulations for military personnel concerning various categories of leave.





CANCELLATIONS

If circumstances dictate cancelling course attendance after students receive notification of acceptance, they should follow the procedures set forth by their respective Service or Agency as outlined in this chapter. This may afford another student the opportunity to attend the course.

HANDICAPPED ACCOMMODATIONS

Students with disabilities who are scheduled to attend DAU classes should notify their local training office and the DAU Registrar as soon as possible prior to the starting date of the class to ensure that appropriate accommodations are made.

STUDENT ISSUES AND CONCERNS

DAU encourages students who have issues or concerns with the learning environment to discuss them first with their instructor. Also a student class leader is typically appointed at the start of a course and is empowered to bring issues to DAU faculty on behalf of their fellow students. Students who feel their issue was not resolved satisfactorily through these channels may go to the Regional Dean under an open-door policy.

End-of-course critiques provide another opportunity for students to address ways to improve course materials or the learning environment. Critique data is analyzed and includes areas of success and concern as well as trends and recommendations for improvement. The summary report is circulated through the appropriate chain of command for action.

TRANSCRIPTS

Transcripts are available at <http://www.dau.mil>. Students may access their own transcript information from a secure server and print out a copy for their own use. Students may also request that an official transcript with an embossed DAU seal be sent to a college or university. Questions concerning transcripts should be addressed to dau.registrar@dau.mil.



COURSE REGISTRATION AND QUOTA ALLOCATION

DoD AT&L workforce employees and their supervisors may prepare career development training plans using the requirements provided in Appendices B and C and the course descriptions in Chapter 4. Appendix B identifies courses that are required for certification by career field and certification level, and Appendix C lists courses necessary for performing an assignment-specific function in acquisition.

For DoD AT&L workforce members attending certification or assignment-specific courses, all costs of tuition, travel, and per diem for DAU training will be funded by DAU via the student's Component. DAU does not fund travel and per diem costs for DoD AT&L workforce members to attend continuous learning courses.

DAU uses the Army Training Requirements and Resources System (ATRRS) to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements. Agencies with quota allocations are required to register students no later than 45 calendar days prior to the class start date to ensure that students are in the ATRRS system and they have sufficient time to make necessary arrangements for attending class.

After students apply for a course, they will receive an e-mail identifying their status as either wait-listed or as having a reservation. Students with reservations will receive an e-mail approximately 30 days before the class starts, providing reporting instructions, class start and end times, and location-specific information (e.g., points of contact, hotels, and directions). If the training is held at an on-site location, this information may be provided by mail vs. e-mail. Points of contact are provided in the online course schedule for on-site classes. Once registered, students who have not received reporting instructions 15 days prior to the class start date should contact the DAU Registrar's Office for assistance.

REGISTRATION PROCEDURES

To apply for a DAU course, log onto <http://www.dau.mil>, select "Registrar" and "Apply for Classes." There you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed at <http://www.dau.mil>.

ARMY PERSONNEL

Army Acquisition Workforce (AAW) civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plan (IDP). Once approved on the IDP, a link is provided from the IDP to the ATRRS Internet Training Application System (AITAS). AAW personnel requiring assistance with the IDP/AITAS should contact their Acquisition Career Managers (ACMs) listed at the DACM Web site, <http://dacm.rdaia.army.mil>, under "Your Acquisition Management Team." The Research, Development, and Acquisition Information Systems Activity (RDAISA) is responsible for processing all applications, registering students for training, and issuing travel funding/travel orders.

Class schedule information can be found within the IDP, AITAS, or ATRRS data-on-demand at <https://www.atrrs.army.mil/channels/dataondemand/>. Individuals and organizations should monitor closely the availability of on-site class offerings to minimize expenses associated with class attendance in resident mode. Student cancellations or substitutions should be limited to only extreme emergencies and must be submitted through AITAS.

Military personnel en route to a new duty station or an acquisition position should contact their assignment officer for assistance in obtaining DAU training. Assignment officers' contact information can be found at <https://www.perscomonline.army.mil/opfam51/staff.htm>.

DoD AT&L workforce members can obtain a copy of the current training schedule and information on rental car authorization, travel advances, travel orders, lodging, training, and policies from the 24-hour telephone information response system at (800) 808-6467. Other personnel may submit applications for DAU training by going directly to AITAS; those individuals are not required to have Acquisition IDPs.

NAVY PERSONNEL

Department of the Navy (DON) civilian and military personnel (regardless of duty station) must submit applications for acquisition training courses using Register-Now, the DON electronic registration system at <http://www.registernow.cms.navy.mil>. Register-Now is used to perform all functions applicable to course registration, including supervisory approval, course enrollment via the DON Registrar, processing cancellations, and obtaining centrally funded travel orders. Students are encouraged to browse all menu items, including "What's New" and "How To."

For additional information concerning course registration, career field certification, and other DAWIA-related issues, DON students should contact their local acquisition training representative. Names and contact information are available at the "Find ACQ Training Representative" menu option on Register-Now.

AIR FORCE PERSONNEL

Air Force military and civilian professionals interested in DAU training should first consult the Air Force DACM Web site and the Air Force Acquisition Training Office (AFATO) Web site. These Web sites provide information about Acquisition Professional Development Program (APDP) policy and certification, acquisition position coding, how to apply for DAU training and funding, prerequisites, class schedules, rosters, vacancies, and Points of Contact.

The Air Force uses a new Web-based DAU reservation system, ACQ Now. This system streamlines the reservation process and allows prospective students to initiate their own training requests via the Internet. Air Force civilian and military personnel should register through the ACQ Now registration system available at <http://www.afato.af.pentagon.mil/acqnow>.

REGISTRATION PROCEDURES (CONTINUED)

To apply for a DAU course, log onto <http://www.dau.mil>, select "Registrar" and "Apply for Classes." There you will find links to your Service-specific application program. While there are many ways to access your specific site, the DAU Home Page provides a single portal with current information and links for each of the categories of students listed below. Points of contact are also listed at <http://www.dau.mil>.

AIR FORCE PERSONNEL (Continued)

DAU training is open to all Air Force personnel, but individuals occupying acquisition-coded positions are given priority in order to fulfill their DAWIA requirements.

Supervisors and individuals should plan for and identify training needs through Individual Development Plans and the annual AFATO Data Call (Nov/Dec).

For additional information please contact your local APDP training manager. Names and information are available by selecting the "POC Lookup" menu option in ACQ Now. You can also visit the DACM (http://www.safaq.hq.af.mil/acq_workf) and AFATO (http://www.safaq.hq.af.mil/acq_workf/training) Web sites. Other contacts include the Air Force Acquisition Training Office (AFATO), Randolph AFB, at DSN 487-6580 or Commercial 210-652-6580, FAX DSN 487-6560, Comm FAX 210-652-6560, or via e-mail at AFATO@randolph.af.mil.

ACQUISITION PERSONNEL IN OTHER DoD COMPONENTS

In the DoD Components outside the Military Departments (including the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General, the Defense agencies, the Defense field activities, the Joint Service schools, and the Defense support activities), the supervisors of those persons who require mandatory training are responsible for ensuring that the training is properly requested and authorized and that travel, if any in connection with the training, is properly requested.

Supervisors of civilian employees in the Components should consult with acquisition training officials (usually such an official will be located in the civilian personnel training office) to determine the detailed procedures for requesting and authorizing training. Supervisors of military members may need to coordinate with both the acquisition training officials in the Component and with the member's Military Department. The procedures specified for the Military Department, which provides host and supporting services, may be followed by civilian personnel assigned to the Unified and Specified Commands, consistent with individual command requirements (other than the U.S. Special Operations Command, which has established unique procedures).

INTERNATIONAL PERSONNEL

Allied personnel requesting DAU training must go through the Security Assistance Training Field Activity (SATFA) (Commander, U.S. Army Training and Doctrine Command, Security Assistance Training Field Activity, ATTN: SATFA-RQ (Arlene Anderson), 173 Bernard Road, Bldg. 139, Fort Monroe, VA 23651-1003; phone (757) 788-3255). SATFA is the Executive Agency responsible for scheduling formal training for international students at all U.S. Government agencies. The SATFA will coordinate with DAU for quotas, determine the appropriate category for cost reimbursement (e.g., IMET, FMS, etc.), ensure that the student meets the course eligibility criteria, and determine that the student's English comprehension is adequate for effective participation.

INDUSTRY/NON-DoD PERSONNEL

While there is no DAWIA certification program in place for industry personnel, Defense industry and non-DoD Federal employees may apply for courses in a similar manner to all other DAU eligible students. Enrollment is on a "first-come, first-served" basis. Students may be added to a waiting list for courses in high demand. Travel and lodging costs are the responsibility of the requesting individual or organization.